DOCUMENT RESUME

ED 080 774 VT 021 229

| | |
|---|---|
| TITLE | Vocational Education State Instructional Materials for Office Occupations. |
| INSTITUTION | Oklahoma State Dept. of Vocational and Technical Education, Stillwater. Curriculum and Instructional Materials Center.; Texas Education Agency, Austin. Dept. of Occupational Education and Technology. |
| SPONS AGENCY | Office of Education (DHEW), Washington, D.C. |
| PUB DATE | 73 |
| CONTRACT | OEC-0-70-4541 |
| GRANT | OEG-0-72-4682 |
| NOTE | 31p. |
| AVAILABLE FROM | Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (S/N 1780-01173, $0.60) |
| EDRS PRICE | MF-$0.65 HC-$3.29 |
| DESCRIPTORS | *Annotated Bibliographies; Codification; *Instructional Materials; Instructional Programs; *Occupational Information; *Office Occupations Education; *Resource Materials |

ABSTRACT

This annotated listing of curriculum materials is provided to inform planners, administrators, vocational educators, and others interested in vocational education programs of the available curriculum materials in office occupations education developed by the various States. The materials have been identified with the instructional titles and codes from the classification system of the Office of Education. These titles and codes link vocational education programs to occupations. Using the codes in this listing relates the curriculum materials to the instructional program. Publications are listed by States in the subject areas for accounting and computing, business data processing systems, general clerical, stenographic and secretarial, supervisory and administrative, and other office occupations. Instructions for ordering specific materials from the appropriate State sources are included. (Author/MF)

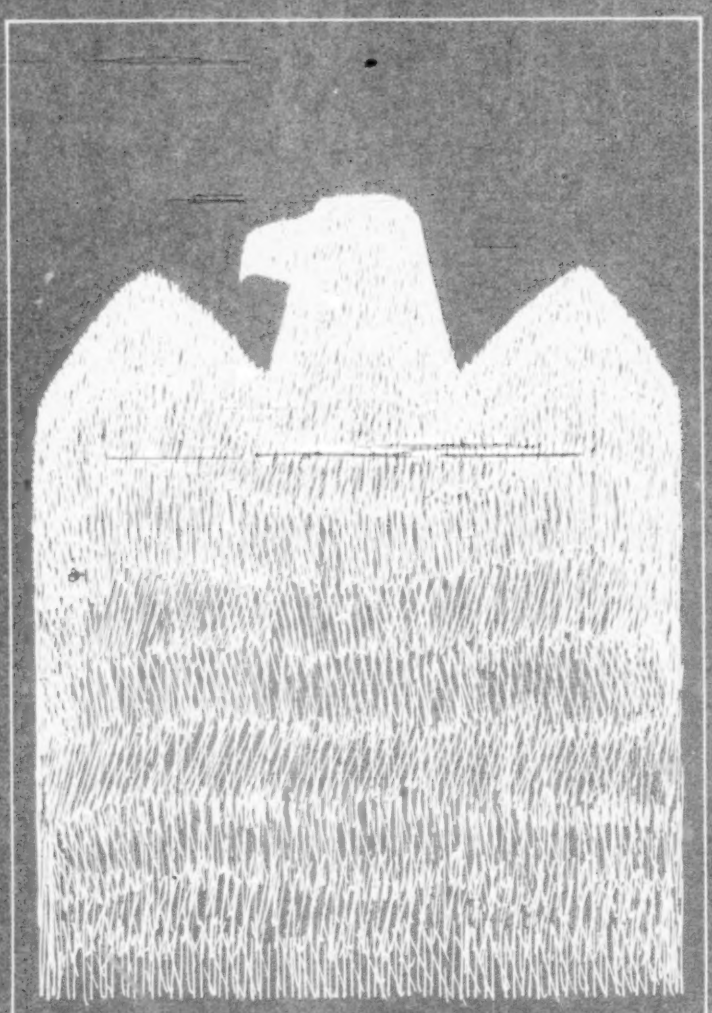
ED 080774

VOCATIONAL EDUCATION

# STATE INSTRUCTIONAL MATERIALS

for...

## OFFICE OCCUPATIONS



VT 021 229

AVAILABLE FROM STATE EDUCATION AGENCIES .. 1973

FILMED FROM BEST AVAILABLE COPY

Discrimination Prohibited - Title VI of the Civil Rights Act of 1964 states: "No person in the United States, shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Therefore, the Vocational Education program, like all other programs or activities receiving financial assistance from the Department of Health, Education, and Welfare, must be operated in compliance with this law.

The project presented or reported herein was performed pursuant to a contract from the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

# VOCATIONAL EDUCATION

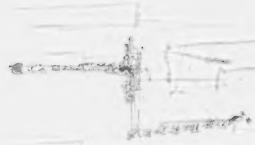
# STATE INSTRUCTIONAL MATERIALS

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

for...

## OFFICE OCCUPATIONS

AVAILABLE FROM STATE EDUCATION AGENCIES .. 1973



Developed pursuant to contract No. OEC-0-70-4541
with the U.S. Office of Education
by the Texas Education Agency
Department of Occupational Education and Technology
Austin, Texas
and
Printed and disseminated pursuant to grant No. OEG-0-72-4682
with the U.S. Office of Education
by the State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
Stillwater, Oklahoma

**NOTE:**
**REQUEST FOR SPECIFIC MATERIAL CONTAINED IN THIS ANNOTATED LISTING SHOULD BE SENT TO THE APPROPRIATE STATE SOURCE**

Separate publication (annotated listings) are available in the following vocational areas:

State Instructional Materials for Agriculture
State Instructional Materials for Distributive Education
State Instructional Materials for Health Occupations Education
State Instructional Materials for Home Economics
State Instructional Materials for Office Occupations
State Instructional Materials for Technical Education
State Instructional Materials for Trade and Industrial Occupations

The above items are available for purchase from: Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402

**For sale by the Superintendent of Documents,**
**U.S. Government Printing Office,**
**Washington, D. C. 20402 Price $----**

## EXPLANATION OF CODING SYSTEM

In recent years it has become apparent that a strong relationship exists between the world of education and the world of work. Emphasis is on the concept that the development of our human resources is vital to the well-being and growth of our society. In order to implement this belief, leaders in all fields have focused their attention on education and especially on vocational education.

This annotated listing of curriculum materials is provided in order to apprise planners, administrators, vocational educators, and others interested in offering or involved in vocational education programs of the available curriculum materials developed by the various States.

The curriculum materials have been identified with the instructional titles and codes from the classification system of the Office of Education. These titles and codes link vocational education programs to occupations. Utilizing the codes in this listing relates the curriculum materials to the instructional program. Seven major vocational education areas are identified in separate listings and coded as follows:

| | |
|---|---|
| 01 Agriculture | 09 Home Economics |
| 04 Distributive Education | 14 Office Occupations |
| 07 Health Occupations Education | 16 Technical Education |
| 17 Trade and Industrial Occupations | |

The items are refined to include one or more related subitems as indicated in the following example:

First 2-digit position: subject matter area
Example: 14 OFFICE OCCUPATIONS

Second 2-digit position: principal segment of subject matter
Example: 14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS

Third 2-digit position: division of principal segment
Example: 14.0202 PERIPHERAL EQUIPMENT OPERATORS

Fourth 2-digit position: first level detail of division of principal segment
Example: 14.020201 KEY PUNCH AND CODING EQUIPMENT OPERATORS

The coding system is contained in:
U.S. Department of Health, Education, and Welfare, Office of Education. Vocational Education and Occupations (OE-80061). Washington: U.S. Government Printing Office, July 1969.

CONTENTS


| | Page |
|---|---|
| 14.01 Accounting and Computing Occupations | 1 |
| 14.0102 Bookkeeping. | 1 |
| 14.02 Business Data Processing Systems Occupations | 1 |
| 14.020201 Key Punch and Coding Equipment Operators | 1 |
| 14.0299 Business Data Processing Systems Occupations, Other | 1 |
| 14.03 Filing, Office Machines, and General Office Clerical Occupations. | 3 |
| 14.0302 File Clerks. | 3 |
| 14.0303 General Office Clerks | 3 |
| 14.0399 Filing, Office Machines, and General Office Clerical Occupations, Other. | 4 |
| 14.07 Stenographic, Secretarial, and Related Occupations | 5 |
| 14.0703 Stenographers | 5 |
| 14.0799 Stenographic, Secretarial, and Related Occupations, Other. | 5 |
| 14.08 Supervisory and Administrative Management Occupations | 6 |
| 14.0802 Budget Management Analysts. | 6 |
| 14.09 Typing and Related Occupations | 6 |
| 14.0902 Typists | 6 |
| 14.0999 Typing and Related Occupations, Other | 6 |
| 14.99 Office Occupations, Other. | 7 |
| Occupational Resource Material | |
| Administrator's Resources | 14 |
| Student's Resource | 14 |
| Teacher's Resource | 17 |
| Instructions for Ordering | 21 |


**NOTE:**
**REQUEST FOR SPECIFIC MATERIAL CONTAINED IN THIS ANNOTATED LISTING SHOULD BE SENT TO THE APPROPRIATE STATE SOURCE**

## 14. OFFICE OCCUPATIONS

Publications marked (Cooperative Training) in the title or supportive statement are designed for use in cooperative education programs.

ACCOUNTING AND COMPUTING OCCUPATIONS: 14.01

Bookkeeping: 14.0102

NEW YORK

Bookkeeping and Accounting I and II Syllabus. Teacher's Resource, 65 pages, $.50, Offset.

This syllabus reflects, not only new content in data processing, but a change in philosophy in content approach. It is believed that emphasis upon records analysis and interpretation, as well as upon various bookkeeping systems, will best prepare students for the bookkeeping and accounting job of the future.

BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS: 14.02

Keypunch and Coding Equipment Operators: 14.020201

NEW YORK

Keypunch Machine Operation and Automatic Business Data Processing - Experimental Outline for Instruction. Instructor's Guide, 1965, 120 pages, $1.00, Offset. (Cooperative Training).

The guide is experimental in nature for a one-year course. It contains introductory information on the data processing field, administrative considerations, keypunch instruction, a 14-unit instructional outline, suggested references, glossary, visual-aids, and a directory of film sources.

Keypunch Operation. Curriculum Guide, 1968, 21 pages, $.50, Offset.

The content will be of assistance to directors of adult education programs and teachers of data processing. It contains a course outline with the objectives clearly stated. There is a glossary of terms and a list of suggested references for use in the course.

Business Data Processing Systems Occupations, Other: 14.0299

LOUISIANA

Printing Calculator - Student's Workbook. 1967, 85 pages, $2.00, Offset. (Cooperative Training).

The workbook is designed to teach the basic concepts of the Printing Calculator to students who have completed the

basic ten key machine principles course. The workbook contains twelve job sheets to be utilized with various brands of calculating machines such as the Marchands, Monroe, Underwood-Olivetti and the Victor. In addition to the workbook, there is an answer sheet and companion answer key booklet.

NEW JERSEY

Data Processing. Student's Manual, 1967, 40 pages, $1.00, Offset. (Cooperative Training).

A course of study for use in day preparatory classes. The table of contents lists the following headings: Introduction, Objectives, Outline of Basic Content, Sample Unit, Suggested Teaching Techniques, Suggested Teaching Aids, Enrichment Activities, Evaluation and Testing, Correlation of Data Processing to Total School Curriculum, Textbooks Used in the Course, Equipment and Supplies, Instructional Staff, and a Bibliography.

NEW YORK

Introduction to Automatic Data Processing. Curriculum Guide, 1968, 71 pages, $.50, Offset.

The content covering 15 sessions has as one of its objectives the development of a basic understanding useful to people working in business which use automatic data processing. It is a general orientation to data processing and not a skill development course. The content is intended for adult education courses. There is an appended bibliography and a list of sources of audiovisual aids.

Introduction to Automatic Data Processing - A Supplement for Teachers of Bookkeeping. Instructor's Guide, 1965, 44 pages, $.50, Offset. (Cooperative Training).

The guide was developed to aid teachers of bookkeeping 1 and 2 to introduce the basic concepts of automatic data processing to their classes. It contains ten units of instructional materials and a bibliography.

_____. A Supplement for Teachers of Distribution. 1965, 44 pages, $.25, Offset.

It contains nine units of instruction and a bibliography.

_____. A Supplement for Teachers of Introduction to Business and Business Management. 1966, 31 pages, $.25 Offset.

It contains orientation information for the field, glossary, resource materials, suggested films, and an eight unit appendix.

PENNSYLVANIA

Data Processing for Business Education Departments in Pennsylvania's Public Schools. Teacher's Guide, 1964, 104 pages, $.20, Offset. A State Bulletin #276. (Cooperative Training).

Content is organized into ten chapters to provide teachers of business subjects with a background of information in this field.

FILING, OFFICE MACHINES, AND GENERAL OFFICE CLERICAL OCCUPATIONS: 14.03

File Clerk: 14.0302

LOUISIANA

Business Training Course - Filing. Instructor's Guide, 1967 (Revised), 92 pages, $2.00, Offset. (Cooperative Training).

The instructor's guide contains job sheets, tests and answer sheets for a filing course to be used in conjunction with the text book "Progressive Filing and Records Management", by Kahn, Yerian, and Stewart, College Series, New York.

General Office Clerks: 14.0303

NEW YORK

Record Keeping Syllabus. Teacher's Resource, 1969, 51 pages, $.50, Offset.

This syllabus provides material with which local high schools may structure a suitable occupational curriculum for business education students of limited ability.

WEST VIRGINIA

Clerical and Related Occupations. Curriculum Guide, 1970, 31 pages, $1.00, Mimeo.

Provides suggested course content helpful to administrators, supervisors, and teachers. Content includes patterns for developing curricula, suggested curricula, time designations, and topical outlines for specific units of instruction.

Filing, Office Machines, and General Office Clerical Occupations, Other: 14.0399

MISSOURI

Business and Office. Student's Guide, 1969, 117 pages, $2.50, Offset. (Cooperative Training)

The guide designed for cooperative education student use contains 21 assignments. They cover a wide range of office education subjects including such items as office communications services, techniques of writing business letters, dictation and transcription, credit practices, offset, photocopy and other processes.

_____. Key for Office Practices. Teacher's Guide, 1969, 26 pages, $1.00, Offset.

Contains answers to student assignment problems designed to assist the teacher in evaluating progress.

PUERTO RICO

Office Machines - Instructions and Exercises. (In Spanish) Student's Manual, 1968, 114 pages, Free, Mimeo.

Contains exercises and problems for use by students when learning to operate a variety of calculators, adding machines, duplicators and the like.

UTAH

Business and Marketing Education Guide. Curriculum Guide, 1966, 173 pages, $1.50, Offset.

Prepared to fill the need for a more definitive statement as to grade level emphasis, objectives, teaching aids and projects, course content, and the like. The guide is divided into two parts: the first part contains seven outlined business education courses; the second part contains seven marketing education course outlines. A bibliography is also included in this guide.

Simulation (MOE). Teacher's Manual, 1970, 56 pages, $1.25, Offset.

This manual provides a course of study in simulated office education. It contains an explanation of how to operate a simulated office. The material is linked to a student manual available for sale. There is a total of 25 units of study which a teacher will find helpful when working with the simulated office practices.

_____. Student's Manual. 1970, 132 pages, $1.50, Offset.

The guide explains the functions of a simulated saving and loan association. It details responsibilities of each of seven different positions (jobs) within the company. The students actually operate the company as they rotate in each of seven positions. Level of activity: Secondary and post-secondary students.

STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS: 14.07

Stenographer: 14.0703

OHIO

Programmed Shorthand Laboratory. Teacher's Manual, 1966, 130 pages, $1.40, Offset.

Contains much helpful information for those interested in setting up a programmed shorthand laboratory for skill development. The plan takes much of the drudgery out of teaching shorthand and provides a self-pacing vehicle for the student differences that appear early in any shorthand class.

Stenographic, Secretarial, and Related Occupations, Other: 14.0799

OHIO

A Program for Stenographic Occupations. Curriculum Guide, 1967, 108 pages, $1.70, Offset.

The bulletin provides curriculum content to prepare young people for entry level stenographic positions. Outlines are included covering such areas as bookkeeping, the business and economic system, communications, duplicating, filing, legal terminology and documents. A section is devoted to personal growth and development as well. The program is intended to operate at the 11 and 12 grade levels and to develop high-level stenographic skills.

OREGON

Steno-Secretarial. Curriculum Guide, 1970, 91 pages, $2.50, Offset.

A continum concept and an analytical approach in developing the clusters were used in preparing the guide. Occupational specialty courses contained in the cluster include shorthand, typwriting, business communication, receptioning, filing and money handling. There are allied supporting courses including business law and similar areas delineated in the guide as well.

WEST VIRGINIA

Stenographic, Secretarial, and Related Occupations. Curriculum Guide, 1970, 42 pages, $1.00, Mimeo.

Job definitions and descriptions found in the dictionary of occupational titles is the basis upon which this guide was developed. It incorporates unitized subject areas and offers suggested patterns for education to meet the specific career objectives of the individual.

SUPERVISORY AND ADMINISTRATIVE MANAGEMENT OCCUPATIONS: 14.08

Budget Management Analyst: 14.0802

NEW YORK

Business Management - Handbook for Teachers. Teacher's Handbook, 1967, 88 pages, $.75, Offset. (Cooperative Training).

The handbook is to assist teachers in keeping pace with rapidly changing management procedures in such fields as finance, marketing, and manufacturing. It consists of five chapters. Chapter five is an extensive bibliography and source of material reference.

TYPING AND RELATED OCCUPATIONS: 14.09

Typists: 14.0902

GEORGIA

A Guide for the Improvement of Typewriting Instruction. Teacher's Guide, 1968, 202 pages, $3.00, Printed.

The guide is a complete treatment of the area of typewriting instruction. It contains 25 chapters starting with the importance of typewriting, ranging through layout and equipment and closes with implications for research. A short treatise on typewriting for the handicapped is also included in the text.

NEW JERSEY

About Typewriting. Student's Manual, 1968, 171 pages, $2.00, Offset.

This book has been designed to provide related material to beginning typing students. It can serve as a student reference manual and provides many of the hints a teacher attempts to fit into class presentation.

Typing and Related Occupations, Other: 14.0999

LOUISIANA

Business Letter Writing. Instructor's Guide, 1966, 89 pages, $2.00, Offset. (Cooperative Training).

Designed to help the instructor to establish the student's patterns for effective written communication by using functional business approaches, humanize the letters, cultivate

habits of accuracy and correctness, and developing a writing style to fit the purpose. Contains 13 units together with sample letters, unit tests, answer sheets and a bibliography.

Typewriting - Student's Instructional Handbook. Student's Guide, 1967 Reprint, 118 pages, $2.00, Offset. (Cooperative Training).

The guide is designed to be used with the text book entitled Gregg Typewriting for colleges, second edition, by Lloyd, Rowe, and Winger. It contains 35 assignment or job sheets, together with 11 supplementary information sheets.

NEW YORK

Machine Transcription - A Uniform Educational Program. Instructor's Guide, 1965, 220 pages, $1.00, Offset. (Cooperative Training).

Designed for use in the grades 11 and 12. It contains teaching suggestions, references, and a collection of 180 letters designed to introduce the basic knowledge of punctuation and English essential for occupational competency of machine transcribing.

Office Occupations, Other: 14.99

ARKANSAS

Books, Materials, Films for Related Studies in Office Occupations. Teacher's Resource, 1967, 25 pages, Free, Offset.

The list contains books, films and other materials that have proved helpful to teachers of office occupations courses. There are 21 different areas ranging from banking and business law to taxes and travel, documented in the listings.

The Coordinator's Manual for Cooperative Office Education. Teacher's Manual, 1966, 72 pages, Free, Mimeo. (Cooperative Training).

The content provides basic program information of a handbook type for coordinators of office occupations education. The manual deals with such items as advisory committees, student selection, program administration, program evaluation and the like.

Curriculum Guide for Related Information. Curriculum Guide, 1967, 146 pages, Free, Offset.

The areas of general business knowledge deemed necessary to supplement the major areas of study to make a student employable at the end of his training are delineated in this guide. There are 27 topics covered in outline form with student materials and supplies, simulated office activities, teaching suggestions, and supplementary materials specified for each topic.

Office Simulation - Integrated Projects for Block Teaching. Teacher's Guide, 1968, 107 pages, Free, Mimeo.

The guide aids the teacher in preparing a series of business-like tasks to be completed, thereby enabling the learner to use the combined skills and abilities which were previously learned from other courses of study. The block-time approach used throughout the content is an integrated learning experience, based to the extent possible, on a simulated office environmental situation.

FLORIDA

A Guide to Business Education in Florida Schools - Bulletin No. 72. Instructor's Guide, 1967, 181 pages, $1.00, Offset. (Cooperative Training)

The guide is designed to help instructors to make wise selection of school experience to develop student competencies. It is divided into eight chapters covering various views; suggested sequences; courses; facilities, layouts, and equipment; specially designed programs, supervision, activities and post-secondary business education.

GEORGIA

Coordinator's Manual - Vocational Office Training. Coordinator's Manual, 1970 Revision, 190 pages, $2.00, Offset. (Cooperative Training)

This manual provides the basic information to aid the teacher-coordinator in preparing students for office competencies and in developing the understandings of the place of business activities in the total society. There is information of help in organizing and developing a new vocational office training program, operating an on-going program, evaluating office training. Additional information provides criteria and procedures for establishing a vocational office education training program.

INDIANA

Policies and Guidelines for Administrators, Teachers, and Coordinators in Business and Office Education. Policies and Guidelines, 1968, 231 pages, $1.75, Offset. (Cooperative Training)

This publication has been developed to assist administrators, teachers, and coordinators on the procedures for planning, requesting, operating and evaluating a business and office education program in the state of Indiana.

KANSAS

Orientation to Office Co-op. Student's Manual, 1970, 58 pages, $2.50, Offset. (Cooperative Training).

The material introduces the cooperative student to the training program. Terminology, advantages of the program, operation of the program, regulations and other topics are programmed in the text.

LOUISIANA

Business English - Business Training Course. Instructor's Guide, 1964, 141 pages, $2.00, Offset. (Cooperative Training).

The guide contains 34 job sheets, and 9 tests and answer sheets. It is basically a grammar course covering the parts of speech, punctuation, sentence structure, capitalization, abbreviation, etc. It also contains an inventory or final test and answer sheet for the course.

Business and Office Education Handbook - Bulletin No. 1080. Teacher's Handbook, 1966-67, 148 pages, $2.00, Offset. (Cooperative Training).

The handbook has been developed as a guide to business and office education teachers and administrators. The introduction contains the philosophy and methods of motivating students. Contains sample lesson plans for many of the general business education courses, such as, bookkeeping, economics, business law, shorthand, typing, etc. In addition, it contains references, film sources and information on cooperative office education programs.

NEW JERSEY

Cooperative Office Education. Teacher's Manual, 1968, 117 pages, $1.50, Offset. (Cooperative Training).

A volume of ideas and useful hints. The first portion of this book reviews the functions of the Office Occupations Co-op teacher. The review is quite specific, not just a collection of generalizations. The latter half of the book consists of two large appendices. The first appendix consists of specimen forms, letters and materials. The second appendix consists of pictures that may be used with students as a visual guide to job opportunities.

A Guide to the Use of Transparencies for the Business Education Teacher (Central or Nonskill Areas). Teacher's Manual, 1970, 150 pages, $2.00, Offset.

Contains much helpful information for the teacher in dealing with transparencies in such areas as advertising, salesmanship, merchandising, business arithmetic and other similar items.

A Guide to the Use of Transparencies for the Business Education Teacher (Skill Areas). Teacher's Manual, 1970, 164 pages, $2.00, Offset.

The manual includes samples of projectuals together with lists of sources of ready made originals and transparencies. Includes instructions for making transparencies, sample lessons, the supplies needed and the source of supplies. Courses covered include typing, stenography, bookkeeping, record keeping, data processing and others.

Workbook for Dental Records. Student's Workbook, 1970, 275 pages, $3.25, Offset.

The workbook includes illustrations and instructions for making out forms that a dental assistant would use. Instructions are given in keeping appointment records, recall records, office supply needs, preparation of daily record sheet and monthly summary, statements and collections and many more.

NEW MEXICO

Curriculum Guide for Cooperative and Intensive Office Education Programs. Curriculum Guide, 1971, 400 pages, $1.50, Offset. (Cooperative Training)

Provides day to day suggested content to follow in the teaching of the capstone intensive and cooperative classes.

NEW YORK

Business Law Syllabus. Teacher's Resource, 1968, 78 pages, $.50, Printed.

The emphasis in the syllabus is upon the individual in his personal and family life as well as in his occupational life. Material covered includes courts and court procedures, contracts, buying and selling goods, renting real property, and many more. A large listing of suggested references is also included in the publication.

General Business Syllabus. Teacher's Resource, 1970, 94 pages, $.50, Offset.

The syllabus provides guidelines for a course which is an introduction to business. Major areas treated include administrative considerations, general teaching suggestions, content of the course, free classroom materials, and a selected bibliography. Course content covers such topics as the economy, socioeconomic environment, financial security, consumer protection, and the like.

Office Practice - Syllabus and Teaching Suggestions for a Course. Instructor's Guide, 1967 (Reprint), 138 pages, $.25, Offset. (Cooperative Training).

The guide is a syllabus for a one-unit course consisting principally of office machine training, clerical and filing practice designed for students to enter the nonstenographic and nonbookkeeping office occupations.

OHIO

A Self-Evaluation Instrument. Teacher's Manual, 1967, 49 pages, $1.00, Offset.

The instrument is designed for business and office education programs in the secondary schools. It contains a statement of philosophy of the evaluative procedure, a statement of objectives and a set of evaluative criteria.

Cooperative Office Education. Teacher's Manual, 1966, 81 pages, $1.15, Offset. (Cooperative Training).

Contains the methods of organizing, conducting and coordinating a program of cooperative office education. Some topics covered include initiating a program, local program problems, responsibilities of the coordinator, work station problems and public relations. There is appended report forms, rating sheets, a schedule of coordinator's duties and other helpful items.

Overview of the Intensive Program. Teacher's Manual, 1969, 30 pages, $1.00, Mimeo.

This publication is a guideline for instituting an intensive program of vocational office education for adults and youth intent upon entering the employment market. Topics of interest covered include initiating the intensive program, qualifications of teachers, development of program content, equipment and facilities.

Planning Equipment and Facilities for Business Education. Teacher's Manual, 1969, 79 pages, $1.25 plus 25¢ postage and handling, Offset.

The report reflects the facilities and equipment needs for business education in terms of present progress and in terms of future needs. Facilities for teaching in the following areas covered in Part II of the manual: Bookkeeping, shorthand and transcription, typewriting, office and clerical practice, general business and retailing subjects.

Senior Intensive BOE Core. Curriculum Guide, 1965, 130 pages, $1.35, Offset.

The program is directed towards successful office employment of graduates, who for one reason or another, did not enter office occupations until the end of the 11th grade in high school. The plan calls for two 18-week semesters, 55-minute periods. There are two parts to the guide: Part one includes a general description of the program including a course description; part two contains the course outlines for nine courses ranging from bookkeeping to typewriting.

Supplementary Materials Handbook for Intensive Office Education. Teacher's Handbook, 87 pages, $1.00, Mimeo.

Contains lists of materials helpful to the teacher of an intensive office education course. Areas encompassed in the resource material include accounting, business data processing, filing, stenographer, secretarial, and related occupations and typing and related occupations.

Training Plans for Cooperative Office Education. Teacher's Manual, 1970, 47 pages, $1.00, Mimeo. (Cooperative Training).

Contains training plans for a variety of office occupations suitable for a high school cooperative education program.

OKLAHOMA

Suggested Guide for Cooperative Office Education and Data Processing. Instructor's Guide, 1966, 28 pages, $1.00, Mimeo. (Cooperative Training).

The content and instructional techniques described are in outline form suggesting some areas of instruction for use in developing the kind of course local conditions require in cooperative office education programs. Unit titles are: production typewriting; securing, holding, and advancing in a position; personal development; business communication; office machines; filing and records management; business arithmetic; record keeping; office automation. References are included.

PENNSYLVANIA

The Business Education Curriculum. Teacher's Guide, 1966, 20 pages, $.14, Offset. A State Education Department Bulletin. (Cooperative Training).

A reference for teachers and others in the organization and operation of business education programs.

PUERTO RICO

Business Education Coordination - Teacher's Guide. (In Spanish) 1964, 28 pages, Free, Offset. (Cooperative Training).

The guide explains the role of the teacher-coordinator in preparing and placing students. Record keeping, visitation, evaluation and similar aspects of coordination are covered in the booklet.

VIRGINIA

Teaching Guide for Cooperative Office Education. Teacher's Guide, 1970, 203 pages, $2.50, Offset. (Cooperative Training).

The guide is designed to provide practical suggestions for initiating, developing, operating, improving, and evaluating cooperative office education programs. This well-developed publication should prove to be an invaluable handbook to the teacher-coordinator.

NOTE: Publications marked (Cooperative Training) in the title or supportive statement are designed for use in cooperative education programs.

## OCCUPATIONAL RESOURCE MATERIAL

Materials that follow are general in nature, apply to all vocational areas, and are listed under the headings of Administrator's Resource, Student's Resource or Teacher's Resource. The Teacher's Resource material may prove helpful to Supervisors and Administrators as well.

### ADMINISTRATOR'S RESOURCE

MICHIGAN (DVE)

A Guide to Establishing Vocational-Technical Advisory Committees. Administrator's Guide, 1968, 7 pages, Free, Offset.

The publication offers assistance to local schools in the formation and use of advisory committees. Excellence in vocational education requires the best efforts of educators, businessmen, industry, labor, and the public. Advisory committees are an essential part of sound Vocational-Technical Education. This booklet provides many helpful guidelines on how to establish and work successfully with advisory groups.

WYOMING

Follow-up Procedure for Post-Secondary Vocational-Technical Graduates. Supervisor's Manual, 1967, 11 pages, Free, Offset.

The booklet offers local administrators a workable follow-up procedure involving minimum outlay in time and money. It provides basic information to complete USOE forms dealing with graduates and dropouts. Single copies available so long as the supply lasts.

### STUDENT'S RESOURCE

ALABAMA

Applying for a Job. Student's Workbook, 1966, 21 pages, $.40, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn how to prepare himself to look for a job and how to conduct himself at a job interview. An answer book, a pre-test and a post-test are included.

Good Job Habits. Student's Workbook, 1966, 29 pages, $.40, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of

helping the student learn how to be a good employee by doing a good job, being dependable and getting along with his supervisor. An answer book, a pre-test and a post-test are included.

How to Make $50,000. Student's Workbook, 1966, 9 pages, $.35, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about the value to the individual in continuing his education at least to completion of high school. The money value of education is stressed. Illustrated. A series of questions are included.

Introduction to Credit. Student's Workbook, 1966, 25 pages, $.45, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about buying on credit or "charging" purchases. Five of the most widely used credit plans are discussed. An answer book, a pre-test and a post-test are included.

Introduction to Table Manners. Student's Workbook, 1966, 33 pages, $.50, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about table manners and the details concerned with eating a meal with others, making it a pleasant occasion. Illustrated. An answer book, a pre-test and a post-test are included.

Introductions. Student's Workbook, 1966, 14 pages, $.40, Offset.

This is a unit in a course in social skills. It provides information and training in how to introduce oneself to others and how to introduce two or more people to each other.

ILLINOIS

Applying for a Job. Student's Guide, 1969, 12 pages, $.15, Offset.

Many questions confronting students are answered in this leaflet. It deals with such items as taking personal inventory, getting additional training, finding out what jobs are available, writing a letter of application, and being interviewed by a prospective employer.

Capitalism, Socialism, and Communism. Student's Guide, 1964, 12 pages, $.15, Offset.

This leaflet deals frankly with the forms of government. It points out that there are two basic types of government in the world today: (1) popular governments, and (2) dictatorial governments. In any country where the people are really free, there is always open, organized, aggressive opposition to the group or party in power.

NEW JERSEY

When You Go to Work. Student's Manual, 1968, 200 pages, $2.00, Offset.

A very basic book designed primarily for the needle trades, to prepare students with limited vocabulary for the world of work. Each concept is humorously illustrated. There is a vocabulary section at the beginning of each lesson. The six unit headings are: The Factory, A Good Worker, The Job, Shop Mathematics, Clothing for Women and Clothing for Men.

PUERTO RICO

Occupational Orientation Leaflets.(In Spanish)

The leaflets contain information helpful in orienting a student to the nature of the occupation, the preparation required to enter, salary considerations and the opportunities that exist in the field under consideration. Prepared for student's use.

The Actuary. 1969, 5 pages, Free, Printed.

The Oceanographer. 1969, 6 pages, Free, Printed.

The Physician. 1968, 12 pages, Free, Printed.

The Physicist. 1969, 7 pages, Free, Printed.

The Geologist. 1969, 5 pages, Free, Printed.

SOUTH CAROLINA

Locating and Securing a Job. Student's Manual, 1970, 29 pages, $.50, Printed.

The manual was prepared for high school students enrolled in Vocational Education courses. Addressed to the student, the manual takes him through a series of seven steps in securing a job. There are assignments and helpful illustrations which provide opportunity for the application of the ideas set forth in the text material.

TEACHER'S RESOURCE

ALABAMA

Alabama Course of Study - Volume I. Teacher's Guide, 1964, 482 pages, Free, Offset.

A State course of study, covering the work in Grades 7 through 12, in the following fields: English, Social Studies, Health and Physical Education, Mathematics, Science, Foreign Languages, Business Education, Fine Arts, Counseling Services, and Educational Television.

CONNECTICUT

Current World Affairs. Course Outline, 1967 (Revision), 85 pages, Free, Mimeo.

The course outline is designed for use in a 10-grade social studies course. Topics covered include The United Nations, Asia (including the Middle East), Africa, Europe, USSR and Latin America.

English Grammer Outlines - Grades IX to XII. Teacher's Guide, 1967, 53 pages, Free, Mimeo.

The aim of the program is to meet the needs of the students in order to improve their powers of communication and to assist them to become critically perceptive of themselves and others through a reading program geared to their needs and interests. Content includes vocabulary, sentence structure, oral communication, written expression and the like.

Modern Media for Vocational Technical Education. Education Resource, 1967, 43 pages, Free, Mimeo.

The bulletin contains summaries on various educational medias that are being utilized in vocational-technical training programs. It describes such medias as programmed instructions, instructional television, and the like. It also contains conclusions, recommendations and a bibliography.

Outline for Related Science - Grade 10. Teacher's Guide, 1967, 98 pages, Free, Mimeo.

Subject matter for this 10-grade course has been drawn from the physical sciences. In addition to setting forth principles, the outline provides teaching suggestions and trade applications helpful to the vocational teacher.

Outline for Related Science - Grade 11. Teacher's Guide, 1967, 28 pages, Free, Mimeo.

Content includes a skeleton outline of the course, teaching suggestions and aids, trade applications, a lesson plan format and many more helpful ideas useful in teaching the course.

Outline for Related Science - Grade 12. Teacher's Guide, 1966, 11 pages, Mimeo.

Provides an outline covering related science in the areas of materials, processes and testing.

INDIANA

Procedure for Establishing Area Vocational Schools. Guidelines, 1967, $.40, Offset.

Procedures and guidelines outlined constitute the instructions for implementing the establishment of area vocational school districts.

KANSAS

Principles and Philosophy of Vocational Education. Teacher's Manual, 1967, 105 pages, $2.50, Offset.

The content is helpful in understanding the principles of vocational education. Topics covered include the role of vocational education, types of students, vocational instruction, review of the Federal Vocational Acts and similar items.

NEW JERSEY

Student's Manual for Supervised Teaching of Vocational Subjects. Student's Manual, 1970, 63 pages, $2.00, Offset.

A manual prepared specifically for trainees enrolled in the course entitled, "Supervised Teaching of Vocational Subjects". Responsibilities and requirements of teaching vocational subjects are stressed in the publication.

NEW MEXICO

Personal Growth Curriculum for Adult Basic Education. Curriculum Guide, 1970, 157 pages, Free, Offset.

Content is designed to not only provide skill development in mathematics, reading, and writing, but also to develop a new life perspective, and an awareness of family and social responsibilities. It is intended to lift attitudes from defeatism and rejection to those of confidence and leadership.

The guide contains six major divisions including: Introduction, Family Life, Health Education, World of Work, Money Management, and Citizen and Government.

Pre-Vocational Orientation in Vocational Education for Junior High Schools in New Mexico. Instructor's and Counselor's Guide, 1967, 125 pages, Free, Offset.

Designed as a source of occupational information relevant to opportunities in vocational education, which are appropriate for use with junior high school students in New Mexico. It also contains a film list and bibliography.

OKLAHOMA

Career Exploration. Teacher's Guide, 1970, 101 pages, $1.50, Offset.

The guide is designed for use by teachers in planning and implementing a course in the exploration of careers. Content is geared to the 8, 9, or 10-grade levels. A group of creative ideas and recommendations has been brought together in this publication to help the teacher plan a practical course designed to fit the needs of students to meet the challenges of the future. The four units include such topics as: Know Yourself; World of Work; Use of Occupational Information; and, Career Educational Planning.

SOUTH CAROLINA

Low-Cost Teacher Made Overhead Transparencies. Teacher's Manual, 1969, 63 pages, $1.00, Printed.

This printed, well-illustrated booklet contains a thorough discussion of the merits and potential of one material that can be used in the production of overhead transparencies. The material, known as three Mil Trycite, has been selected because it is economical, versatile, very transparent, and can be obtained in a pre-cut size useful in teaching. It can be utilized without expensive equipment of processing materials. The publication provides the, "How to do it" of transparency production in excellent detail.

TENNESSEE

Vocational Related Training for Special Students. Curriculum Guide, 1968, 174 pages, $4.50, Offset.

A guide designed to help the teacher working with the potential high school dropout, slow learner, disadvantaged, culturally deprived, or the nonachiever. It provides the teacher with an ideal opportunity to extend his creativity and to introduce practical education for living. Suggested instructional units include such areas as: getting along with others, the job interview, business and commercial forms, the pay check, community life, and many others.

TEXAS (A&M UNIV. EES)

Information and Format for Designing Objective, Essay, and Performance Type Tests. Teacher's Guide, 1970, 81 pages, $1.75, Offset.

The guide is designed to assist vocational teachers in developing valid, reliable and comprehensive tests. There is much general information about tests and a variety of objective type tests are reviewed. Examples of various tests give the teacher an insight into the types and their development.

WYOMING

Wyoming Mathematics Curriculum Guide - Grades 7-12. Teacher's Manual, 1970, 34 pages, Free, Printed.

Through the program of mathematics the student should become aware of the power and influences of a command of figures in his continuing occupational and personal development. The content can be summarized as an attempt to: (1) emphasize the "why" just as much as the "how", (2) teach mathematics as a structure, (3) allow students to discover relationships for themselves whenever possible, and (4) teach the social utility, or practical applications of mathematics and of arithmetic computation.

## INSTRUCTIONS FOR ORDERING
## OFFICE OCCUPATIONS CURRICULUM MATERIALS

Orders for materials should be sent to the address of the appropriate State source. Specific ordering information is indicated where applicable. Prices are subject to change without notice.

ALABAMA

Instructional Materials Unit, Vocational Industrial Education Department, P.O. Box 2847, University, Alabama 35486. Check in amount of order made payable to the University of Alabama must accompany order. Publications are sent postpaid.

ARKANSAS

Division of Vocational, Technical, and Adult Education, State Department of Education, State Education Building, Little Rock, Arkansas 72201.

Publications are free. (Single Copy).

CONNECTICUT

Curriculum Center, Division of Vocational Education, State Office Building, Room 336, Hartford, Connecticut 06115. Publications are free and sent postpaid. Request must be made on official school system stationery.

FLORIDA

Mr. J. Larry Todd, Educational Materials Specialist, Department of Education, Room 275, Knott Building, Tallahassee, Florida 32304. Single copies are free, with one exception -- Bulletin 72, A Guide to Business Education in Florida Schools, which must be purchased. Check in amount of order made payable to the Florida State Department of Education.

GEORGIA

State Department of Education, Office of Instructional Services, State Office Building, Atlanta, Georgia 30334.

IDAHO

Idaho State Board for Vocational Education, 518 Front Street, Boise, Idaho 83702. Check in amount of order made payable to the Idaho State Board for Vocational Education, and must accompany order. Publications sent postpaid.

ILLINOIS

Vocational Agriculture Service, University of Illinois, 434 Mumford Hall, Urbana, Illinois 61801.

Terms of sale for ordering purpose are:

1. Items are sent postpaid at prices listed when payment accompanies the order.
2. Postage charges are added to these prices when we bill.
3. Orders are sent on account without question on school purchase orders or on school stationery signed by responsible school official.
4. Payment should accompany orders from individuals unless prior arrangements have been made.
5. Catalog and special order forms available without charge on request.

INDIANA

Vocational Resource Center, Department of Vocational and Technical Education, Indiana State University, Terre Haute, Indiana 47809. Check or money order in amount of order made payable to the Vocational Resource Center, Indiana State University, and must accompany order. Publications are sent postpaid.

KANSAS

Dr. K. E. Hoffman, The Coordinator of Vocational Education, Division of Business and Business Education, Kansas State Teachers College, Emporia, Kansas 66801.

LOUISIANA

State Department of Education, Baton Rouge, Louisiana 70804. Orders accepted for single copies only. Orders must be on official stationery or purchase order form.

MICHIGAN

Mr. Robert Batterbee, Chief, Printing and Mailing Section, Department Services Division, Department of Education, P.O. Box 420, Lansing, Michigan 48902. Single copies are available free.

MISSOURI

Instructional Materials Laboratory, Department of Practical Arts and Vocational-Technical Education, University of Missouri, Columbia, Missouri 65201. Catalog available upon request. Billing will accompany shipment of requested materials. Check in amount of order made payable to the University of Missouri, should be mailed to the University Cashier's Office, 123 Jesse Hall, Columbia, Missouri 65201.

NEW JERSEY

Curriculum Laboratory, Department of Vocational-Technical Education, Graduate School of Education, Rutgers -- The State University, 10 Seminary Place, New Brunswick, New Jersey 08903. School orders must be made on official school purchase order form. In addition to price of materials, you will be billed for postage and shipping charges.

Individuals may order materials by including a check or postal money order for the amount of the materials plus 10 cents per book postage. Checks made payable to the New Jersey Department of Education, Vocational Education Division.

NEW MEXICO

It is the general practice in this State to send a copy of all new material to each State Supervisor and Head Teacher Educator representing the area of service in which the material was developed. Others may obtain copies of the listed material by addressing the appropriate State Supervisor.

For Supervisors of all Vocational Divisions - address: State Supervisor, Division of Vocational Education, State Department of Education Building, Capitol Complex, Santa Fe, New Mexico 87501.

NEW YORK

The State Education Department, Bureau of Finance, Publications Distribution Unit, Albany, New York 12224. Single copies only sold to educational institutions outside the State. No "on approval" copies will be sent. Prices given are net and include book rate postage.

Orders, with remittance, should be sent to: The Publication Distribution Unit, State Education Department, Albany, New York 12224.

State Education Departments, colleges, or curriculum laboratories having similar materials to exchange should make arrangements with the Bureau of Secondary Curriculum Development, Albany, New York 12224. Copies of New York State Curriculum materials are available through the microfiche services of ERIC and 3M IM Press.

OHIO

Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. Ohio schools or other

Ohio public agencies should deduct 20 percent from price quoted. On out-of-state quantity orders of 26 to 100 copies of the same manual, a 10 percent discount is granted; on 101 or more copies, a 20 percent discount applies.

Statements will be rendered on receipt of official purchase orders; otherwise, remittance must accompany orders. All checks and money orders must be made payable to the Ohio State University. Postage must be included at the following rates: 1 to 9 copies -- 25 cents; 10 to 25 copies -- 15 cents each; 26 to 105 copies -- 10 cents each. Catalog with order forms is available on request.

OKLAHOMA

The Curriculum and Instructional Materials Center, State Department of Vocational and Technical Education, 1515 West Sixth Street, Stillwater, Oklahoma 74074. Check in amount of order made payable to the Curriculum and Instructional Materials Center, and must accompany order. Publications are postpaid.

OREGON

Division of Community Colleges and Vocational Education, Oregon Board of Education, Public Service Building, Salem, Oregon 97310.

PENNSYLVANIA

Commonwealth of Pennsylvania, Department of Public Instruction, Office of Public Information, Harrisburg, Pennsylvania 17126. Check or money order in the amount of order made payable to the Commonwealth of Pennsylvania, and must accompany order.

PUERTO RICO

Mrs. Ana L. Reyes de Martinez, Director, Vocational and Technical Education, Research Coordinating Unit, Department of Education, P.O. Box 759, Hato Rey, Puerto Rico 00919.

SOUTH CAROLINA

Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631.

With order of less than $10.00, include payment. Orders that do not include payment should be made by official purchase requisition.

TENNESSEE

Inquiries for specific publications should be made to the Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130.

TEXAS

Engineering Extension Service, Texas A&M University, F.E. Drawer K, College Station, Texas 77843. A school purchase order and check or money order must accompany each order, and made payable to Texas A&M University. Catalog available. A 2 percent State sales tax or tax exemption certificate required in addition to prices listed. The usual charge for postage and handling on a single outline is 25¢.

UTAH

Division of Vocational and Technical Education, 1400 University Club Building, Salt Lake City, Utah 84111. Check in amount of order made payable to the Utah State Board of Vocational Education, and must accompany order.

VIRGINIA

Business Education Service, Division of Vocational Education, State Department of Education, Richmond, Virginia 23216.

WEST VIRGINIA

State Supervisor, Department of Vocational Education, Capitol Building, Charleston, West Virginia 25305. Check in amount of order made payable to Vocational Curricula Material Funds.

WYOMING

State Department of Education, Division of Public Information, Capitol Building, Cheyenne, Wyoming 82001.

**NOTE:**
**REQUEST FOR SPECIFIC MATERIAL CONTAINED IN THIS ANNOTATED LISTING SHOULD BE SENT TO THE APPROPRIATE STATE SOURCE**

☆U.S. GOVERNMENT PRINTING OFFICE: 1973—772-050/87